

CITY OF BEAVERTON

Facilities Maintenance Lead

General Summary

Serve as crew lead. Plan, assign and review crew work. Perform a full range of construction, installation, maintenance and repair duties related to commercial building maintenance including the operation of tools and heavy equipment. Perform administrative duties to assist with efficient and effective flow of work within section. May act as manager in his or her absence.

Key Distinguishing Duties

Serve as Lead Worker to the section including the following: daily planning and work assignments of crews, conducting performance discussions and developing the performance appraisals for assigned employees.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Assign, schedule and review staff work. Provide coaching to employees and write performance evaluations with approval by manager. May participate in the selection process.
2. Serve as a member of the facilities section leadership team. Confer with team regarding work orders and service requests. Evaluate performance and program effectiveness and recommend action for improvement as necessary. Prepare reports. Provide input into the five year plan. Assist in the preparation and monitoring of the section budget.
3. Monitor contracted janitorial services. Investigate complaints and notify janitorial service of problems. Order supplies for bathrooms.
4. Repair, replace and troubleshoot problems with the City's security and intrusion system.
5. Inspect all City buildings for needed maintenance and repair; inspect the work of City personnel and contractors to ensure compliance with City policies, guidelines, specifications, standards and contract provisions.
6. Repair or replace electrical fixtures and/or systems up to 300 volts.
7. Maintain master key list.
8. Maintain energy management control systems.
9. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.

10. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
11. Coordinate work activities with staff, internal and external customers, contractors, vendors and the general public. Develop contract specifications for bid requests.
12. Assist in the review of new construction plans pertaining to City properties. Inspect new construction and capital projects. Develop and write walk-through inspection reports for new construction.
13. Perform work of crew members. Identify equipment needs. Ensure equipment is properly maintained.
14. Review record keeping and documentation to ensure compliance with local, state and federal agencies, laws, codes, ordinances and regulations.
15. Complete paperwork and records. Order parts, tools, equipment and materials for assigned work and projects. Follow upon incorrect or non-received purchases. Track and document material usage. Prepare estimates for parts and labor.
16. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
17. Produce an acceptable quantity and quality of work that is completed within established timelines.
18. Model and coach employees on excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
19. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
20. Participate in the City Emergency Management program including classes, training sessions and emergency events.
21. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
22. Follow standards as outlined in the Employee Handbook.
23. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Respond to citizen inquires and requests.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Advanced knowledge of safety practices and principles related to general construction, repair and maintenance in a commercial environment.
- ◆ Advanced knowledge of practices and techniques of general construction, repair and maintenance in a commercial environment.
- ◆ Advanced knowledge of plumbing systems repair and maintenance.
- ◆ Advanced knowledge of electrical, plumbing and building codes.
- ◆ Advanced knowledge of carpentry techniques.
- ◆ Advanced knowledge of commercial cooling and heating systems.
- ◆ Working knowledge of the laws and regulations governing general construction, repair and maintenance in a commercial environment.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Basic knowledge of practices and principles of public/business administration and decision-making.
- ◆ Basic knowledge of human resources management practices.
- ◆ Basic understanding of strategic planning methods with an emphasis on services related to general construction, repair and maintenance in a commercial environment.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Advanced ability to use tools and equipment used in general construction, repair and maintenance in a commercial environment.
- ◆ Advanced ability to diagnose and repair a variety of mechanical equipment problems.
- ◆ Expert ability to read equipment manuals, building construction plans or blueprints.
- ◆ Advanced ability to maintain accurate records.
- ◆ Skill in conceptual analysis and policy/program development and implementation.
- ◆ Ability to develop budget input and resource estimates.
- ◆ Strong ability to diagnose and repair the City's security and intrusion system.
- ◆ Strong ability to repair and replace electrical switches, ballasts and outlets.
- ◆ Strong ability to productively lead and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Strong ability to effectively lead a staff including training, coaching, scheduling and reviewing work.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply and to coach employees on excellent internal and external customer service skills.

- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations and develop reports that may include technical information.
- ◆ Ability to use word processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment.

Minimum Qualifications Required for Entry

High School diploma or GED and 5 years experience in general construction, repair and maintenance, including 3 years in a commercial setting with some experience in a lead role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ CPR and First Aid certification within six months of employment.
- ◆ Limited Building Maintenance Electrical License (LBME)
- ◆ AED training
- ◆ Fork lift certification
- ◆ Confined Space/HazWopper training
- ◆ Building Operator certification

Working Conditions

Occasional focus on a computer; daily precise control of fingers and hand movements; weekly standing for prolonged periods; occasional lifting, moving and carrying of objects up to 50 pounds or less; crouching, crawling, bending, kneeling, climbing or balancing; occasional response to emergency conditions off-hours; regular exposure hazardous chemicals, vibration, fumes and high noise levels; occasional exposure to electrical current; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; daily operation of a motor vehicle on public roads.

Classification History

As of 10/97: Facilities Maintenance Technician II

Revised: 1/98

New class specification title 1/98: Facilities Maintenance Lead

Revised: 11/04

Revised: 1/1/09

Status: SEIU

FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date